

Submitting an Event in CampusGroups (Officers Only)

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Instructions on how to submit events in the CampusGroups calendar for club/group officers.

Before You Start

You will need the following before you can complete this task:

- Your PennKey and password to log into groups.wharton.upenn.edu
- You need to be an officer of a club

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Submitting an Event in CampusGroups (Video)

Submitting an Event in CampusGroups

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The screenshot shows the 'What' section of the event submission form. It includes fields for 'Event Name', 'Description' (with a note for detailed HTML design), 'Event Type', and 'Event Tags'. Below this is the 'Organizing Team' section, which has a dropdown for 'Event Coordinator' (currently set to 'Erin Murphy - Officer') and options to 'Add Custom Host' and 'Import Team Members'. A vertical sidebar on the right lists steps: What, Team, When, Where, Photo, More, Access & Display, Registration, and Advanced. At the bottom, there are buttons for 'Delete', 'Save as Draft', 'Create Event', and 'Event Activity Log'.

1. Log in to groups.wharton.upenn.edu and select the group for which you're creating events. Once inside your group's dashboard, click **Events**.

Note: You must be an officer to submit events.

2. Fill out the **Event Name**, **Description**, and **Event Type**. Choose appropriate **Event Tags** – if your event is for all undergraduates, choose **Open to all UGR Students**; if your event is specific to first years, choose **For New UGR Students**.
3. Select your **Date/Time** and include your **video conferencing link**. **Photo/Flyer** and **More Details** are optional.
4. **Set your Access & Display Options**.
 - **Everyone**: events open to all students
 - **The Wharton School CampusGroups users**: open only to Wharton students
 - **Some the Wharton School users**: allows you to restrict access to certain graduating classes, and you can also restrict access to **group members only**. If you restrict registration access, be sure to restrict display access to **just the people who are allowed to register**.
5. Choose your **Registration Options** or provide a link to external registration and **click Create Event**. Your event will now display in the CampusGroups calendar based on your display options.

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Questions?

For questions about your CampusGroups account:

- Contact: computing.wharton.upenn.edu
- Email: support@wharton.upenn.edu

If you experience an error in the CampusGroups website:

- Contact: <https://help.campusgroups.com/en/>
 - Email: support@campusgroups.com
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